

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130131-8

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DDS/OL/SS-1			
1. TITLE OF REPORT (If a fill-in report include Form No.) Industrial Security Program						2. TYPE OF REPORT			
						<input checked="" type="checkbox"/> STATISTICAL			
						<input checked="" type="checkbox"/> NARRATIVE			
						MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL					
		LOGISTICS	X SECURITY	OTHER (specify)					
4. NO. OF COPIES PREPARED		MEDICAL	FINANCE						
3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 1				
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Logistics				
10. PREPARING COMPONENT (include lowest level contributing information to report) Security Staff, OL Procurement Team Security Officers Security Officer.			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) NA						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.02		1/2	=	5.51		12	=	66.12
GS-13	9.13		1	=	9.13		12	=	109.56
GS-7	4.41		2	=	8.82		12	=	105.84
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR							281.52		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
For information and use of Director of Logistics as a management tool.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
X	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)				MAN-HOURS		DOLLARS	
	CHANGE								
	DISCONTINUE								
15. DATE OF INVENTORY		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION				17. EXTENSION			
8 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130131-8 Chief, Security Staff, OL							